

Bookplates

After being cataloged any items needing physical (paper) bookplating for New Brunswick Libraries are sent to the Distributed Technical Services department located at Alexander Library. For further details regarding the donation of gifts or unit receipts please see the Gifts Cataloging Policy: <http://www.libraries.rutgers.edu/rul/staff/cataloging/policies/gifts.shtml>

When notifying the Cataloging Department of a new gift collection and/or unit receipt, the End-Processing coordinator at Alex-DTS should be simultaneously notified of any new bookplate request. The request for a new bookplate should include exact wording and any other specialized or customized requirements for the paper bookplate.

Virtual bookplates (590 notes in Bibliographic record) are only done by Distributed Technical services for local adds. If a title is going through Cataloging the virtual bookplate will be added by cataloging staff.

In both cases, whether physical or virtual, the type of bookplate and name of the bookplate/donor must be indicated on the priority slip, as discussed in the Gifts Cataloging policy. A priority slip must be placed in each and every item (priority slips can be found on the Cataloging section of the staff resources page and/or under “useful links” on this site).

For further information or sample paper bookplates please contact DTS-End-Processing team.